

CONTRACT CHECKLIST

REV. 2/23/05

DM#16941

Project No.:	_____	Project Location:	_____
Contract No.:	_____	Project Manager:	_____ Phone: _____
Job/Proj No.:	_____	Consultant:	_____
PIN No.:	_____	Consultant Contact:	_____ Phone: _____
Fed ID:	_____	Consultant email:	_____

REVIEW ITEMS**PM Request**

PM Request (Includes Memo, Scope, ICE, ePM 505, R709)

CONTRACT ITEMS☐**PM Approval Memo**

PM Approval Memo Date

Project End Date

Matches contract amount exactly

☐**Letter of Concurrence (if applicable)**☐**Executive Summary**

Brief description of work

Fully scoped or id unknowns

Phasing & reason?

Fee type & reason?

☐**Work Plan**☐**QC/QA Plan & Checklist**

Person / QC Person / QA Person – Dif

☐**Staffing Plan**

Shows specific staff

Compare hours w/cost proposal

Variance footnotes

☐**Schedule**

Milestones/gant chart

Consultant Evaluation Midpoint Date

Current dates

☐**Insurance**

Expiration Date

Verify Coverages

UDOT named as additional insured

Project Specific

☐**Cost Proposal**

Check for accuracy

Overhead rate is accurate

Travel rates at/below max (footnote?)

Prime meets 50/60% req. Other ____

Prime used negotiated fixed fee rate

Direct expenses (# units x rate = ?)

☐**Subconsultant Information**

Cover letter

Staffing Plan

Cost Proposal

☐**Coop. Agreement Executed**

Boilerplate change required?

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R-709

R-709 Submittal

R-709 Approval

2nd R-709 Submittal2nd R-709 Approval**Consultant Selection Type(s)**

RFQ, Std, Strm, Pool, LG, EOR

Overhead Rate

Completed FS Sheet

Fringe' GA' Total OH

Fee Type

C+ LS UP

Cost-Plus-Fixed-Fee, Lump Sum, Unit Price

Fixed Fee

% Fixed Fee Calc Sheet (9%-12%)

\$ Fixed Fee Amount

ePM 505 Screen☐ PE covers contract amt. – updated?☐ CE- ROW, Const, etc. updated?**Percentage of Construction**

\$ Construction/Commission Amount

% ICE, % of total const (max 15%)

% Contract % of total const (max 15%)

Within 10%?

\$ Final PM Cost Est

\$ Contract Amount

☐ % Contract amt & ICE are within 10%**CMS**

/ / Data Entry Date

PROJECT/CONTRACT NOTES:

APPROVALS:	CS Staff	_____	Date	_____
	CS Mgr	_____	Date	_____